

**BRYMORE SCHOOL**

**CRITICAL INCIDENT POLICY**

Submitted to Premises Committee on 17 January 2012

Adopted by Governing Body on 8 February 2012

To be reviewed: 2013

Signature of Chair of Governors ......................................

**CRITICAL INCIDENT POLICY**

A critical incident is an abnormal, unpredictable or unforeseen situation, which is beyond the scope of the everyday operation of our school, which threatens the health, safety and welfare of members of the school or the operation, safety and reputation of the school as an organisation.

**Critical incidents may include:**

Natural threats:

severe weather

flood,

fire,

epidemics/pandemics or other medical emergency

Infestation by pests

Disease and infection (foot and mouth)

Man-made causes:

Road traffic accidents

Building collapse

Major systems failure – power, communication, heating, water,

sewage/drainage.

Industrial action

Supplies failure – particularly food

Malicious or deliberate acts:

Vandalism

Burglary and theft

Intruders

Hacking into ICT to steal, corrupt or misuse data

Infecting ICT with viruses

Disseminate damaging information or material

Arson

Terrorism or extremist activity

**Purpose**

To ensure that Brymore School has robust and appropriate procedures and systems in place to deal effectively with the ***immediate effects*** of a critical incident and to ***recover*** from the effects so that the school can return to normal operation as soon as possible.

**Policy**

1. **Critical Incident Management Team**

The Critical Incident Team will consist of:

All members of the Senior Leadership Team (SLT)

Premises Manager

IT Technician

Senior Matron

Chair of Governors

**Critical Incident Officer**

The Critical Incident Officer will be the most senior member of the Critical Incident Team to respond first to the incident. This person will remain the Critical Incident Officer until they have passed this responsibility over to a more senior member of the Critical Incident Team

The Critical Incident Officer will implement Brymore School’s Critical Incident Contingency Plan and follow the procedures outlined.

**Responsibilities of the Critical Incident Team**

Respond promptly to a Critical Incident,

Assist in the implementation of the Critical Incident Contingency Plan,

Cooperate with the emergency services

1. **The Critical Incident Contingency Plan**

Critical Incident Contingency Plan will contain Managing a Critical Incident Flow Chart

Guidance and information detailing action to be taken

Guidance on Managing the Media in a critical incident.

Contact Details for:

Staff

Governors

Parents

Utility Services - Emergency Contacts

Key Contractors and suppliers

Somerset County Council Key Contacts

News and Media – Key Contacts

1. **Roles and Responsibilities in implementing the policy**

The Business Manager, in consultation with the other members of the Senior Leadership Team, is responsible for drawing up the Critical Incident Contingency Plan, reviewing it annually and following any critical incident.

The Business Manager will provide up to date information regarding:

Somerset County Council Key Contacts

News and Media – Key Contacts

The Premises Manager will provide up to date information regarding:

Utility Services - Emergency Contacts

Key Contractors and suppliers

The Head’s PA will provide up to date contact lists of:

Staff

Governors

Parents

Following the updating of contact lists distribution will be:

Copies to all members of the Senior Leadership Team

1. All members of the Critical Incident Team will receive an annual briefing about

their role and responsibilities in respect to the Critical Incident Contingency Plan.

1. Office staff will receive an annual briefing on handling such an emergency, in terms of immediate action and communication with parents and the media.

**Policy Review**

This policy should be reviewed annually initially to incorporate the development of systems and procedures.